

## EMERGENCY PREPAREDNESS COMMISSION

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September 17, 2015

### I. CALL TO ORDER

Meeting was called to order at 7:00 p.m.

Present: Mike Berryhill, Don Clendenin, Nasir Lalani, Tim Howard, Betty Reutter,  
Jonathan Nakapalua, Mercedes Albana, Christine Tran, Roger Silviera

Excused: Stephen Strauss

Absent:

Liaison: Marsha Grilli

Staff: Sean Simonson

Nakapalua and Tran voting members

### II. PLEDGE of ALLEGIANCE

### III. APPROVAL of MINUTES

Motion: Howard

Second: Reutter

Abstain:

Ayes: All

### IV. PUBLIC FORUM

None

### V. ANNOUNCEMENTS/CORRESPONDENCE

SAFE Class Graduate: Tran. Lalani to complete first class.

National Night Out wrap up/report: NNO sign ups for SAFE class interest

Oct 10, 2:00 – 5:00, Philippine American Heritage at Milpitas Sports Center

### VI. APPROVAL OF AGENDA

Motion to Approve: Howard

Second: Reutter

Ayes: All

### VII. PRESENTATIONS: NONE

### VIII. STAFF REPORT:

1. SAFE Packs: Charlop look to find red packs, check inventory.
2. SAFE Manuals & Backpacks: enough for at least the next round of classes.
3. SAFE Cache: Fire Dept. does quarterly inventory.

### IX. NEW BUSINESS:

1. EPC Work Plan Development: 3-5 Goals, 2016  
**ACTION ITEM:** Christine to email the EPC her daughters emergency preparedness quiz?  
Goals:
  - a. Promote Public Awareness & Education (Silviera, Howard, Clendenin)
  - b. SAFE Program (Tran, Reutter, Berryhill)

- c. 2016 Emergency Preparedness Month, September, develop a plan a major event throughout the month. (Chua, Nakapalua, Lalani, Albana)

Motion: Reutter

Second: Chua

Ayes: All

**ACTION ITEM:** Draft work plan due November meeting, limit to 5-10 minute presentation. Provide work plan in advance, due by Nov 5. Work plan should elaborate on the goal and how it will be implemented, timeline, etc.

2. Make A Difference Day – Oct. 24: Clendenin to create a spreadsheet for sign ups, requests two spaces, flyers, gas meters, pop ups.

**IX. UNFINISHED BUSINESS:**

Droid App to be released within two weeks.

**X. ONGOING/UPDATES**

- A. EPC Flyers at City Facilities (Lalani & Albana): Clendenin to send links of new flyer information to rotate info.
- B. Map Your Neighborhood (MYN): no update
- C. Personal Emergency Plan (PEP) (Reutter): included Howard's edits, **ACTION ITEM:** please email Reutter edited comments, she will edit it in, and she will bring in the draft.
- D. SAFE Program Advancements Website (Reutter): ongoing, no update
- E. Social Media (Silviera): **ACTION ITEM:** Berryhill to send Silviera login info.
- F. Traffic Statistics Update: send defunct to Councilmember Grilli, **ACTION ITEM:** Councilmember Grilli to check traffic statistics with IS dept.

**XI. FUTURE ITEMS**

- A. Brainstorming for future drills scenarios: ongoing

**XII. ADJOURNMENT**

The meeting was adjourned at 8:50 p.m.